Loan Repayment Program (LRP) User Guide

August 25, 2021

CONTACT US

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For system/technical problems with the eRA screens, contact the eRA Help Desk:

Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Web: https://grants.nih.gov/support (Preferred method of contact)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

For eligibility questions or general information about the LRP, contact the LRP Information Center:

Toll-free: 1-866-849-4047

Web: https://www.lrp.nih.gov/contact-engage

Email: lrp@nih.gov

Hours: Mon-Fri, 9:00 a.m. to 5:00 p.m. Eastern Time, excluding Federal holidays

DISCLAIMER STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

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1 Latest Updates

1.1 August 25, 2021

Initial LRP User Help Released.

2 Overview of Loan Repayment Program Module

This guide provides detailed instructions for using the eRA Commons and ASSIST modules to complete and submit your Loan Repayment Program (LRP) application. This guide is specifically for those persons who participate in the LRP application process and provides details of how to use the Commons and ASSIST software to complete an application. This guide does NOT provide policy guidance or details regarding data-entry fields on the LRP application screens; for that type of guidance, see: Instruction Guide for Extramural LRP Applicants. (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_ Instruction_Guide.pdf)

The LRP website is an excellent source of information about all aspects of the LRP program. If you are a first time visitor to the site, see First Time Visitors (https://www.lrp.nih.gov/first-time-visitors) for a guide to relevant sections of the website based on your role.

2.1   Who Participates in the LRP Application Process?

The persons listed below participate in the eRA Commons and ASSIST process for submitting an LRP application. Persons with the following roles have other responsibilities outside the submission process, but this guide deals only with tasks that these roles perform within eRA Commons and ASSIST. The persons involved in the eRA Commons and ASSIST LRP application process are:

LRP applicant. Person who applies for an LRP award. This person must have an eRA Commons account. See the eligibility information on the LRP website. (https://www.lrp.nih.gov/eligibility-programs/)

Referees. Persons who submit a reference letter in support of the LRP applicant; see Referees/Recommenders. (https://www.lrp.nih.gov/referees-recommenders)

Mentor (for mentored research scientists only). Person who submits a reference letter and provides a NIH-formatted biosketch to the applicant; see Research Supervisors / Mentors. (https://www.lrp.nih.gov/research-supervisors-mentors)

Institutional business official (IBO). Person from the LRP applicant's research institution who certifies key facts about the applicant in an official capacity; see Institutional Business Officials. (https://www.lrp.nih.gov/institutional-business-officials). This person must have an eRA Commons account and be assigned the role of business official (BO).

2.2   How the Participants Use eRA Commons and ASSIST

Once an application is in progresss, some participants below receive timely reminder emails. For instance, the IBO gets reminder emails to certify the initial application as well as later reminders to verify salary. The LRP applicant gets reminder emails if the referees or IBO has not submitted required documents or certifications.

1. LRP applicant uses ASSIST to initiate an LRP application, which is a series of forms that collect information upon which the application can be evaluated. Information collected includes the contact information for the applicant's mentor (if the applicant is a mentored research scientist) and institutional business official (IBO); see *Colleague Information*.

2. For mentored applicants, the mentor receives an email from NIH program requesting submission of a reference letter; see *Mentor - Submitting a Reference Letter for LRP Applicant*. Before the application submission deadline, the mentor must submit a reference letter using eRA Commons (mentor does not need to log in to eRA Commons).

3. The IBO receives an email from NIH requesting certification of applicant information; see *Overview of LRP IBO Portal*. Before the application submission deadline, the IBO must complete the certification.

4. After initiating, but before submitting, the application, the LRP applicant should contact their referees and ask them to submit reference letters; see *For LRP Applicant: Reference Letters and Monitoring Submissions*.

5. The applicant uses ASSIST to complete and submit the LRP application; see *Validating and Submitting an LRP Application*.

6. After submission, the applicant can monitor the application status through eRA Commons *Application Information* screen; see *Monitoring LRP Application Status and Submissions Through Status*.

3 Using ASSIST to Complete an LRP Application

To apply for a Loan Repayment Program (LRP) award, you must complete an application in ASSIST. You will first initiate your LRP application. Once initiated, it usually takes several days to prepare, complete and submit your LRP application because multiple individuals participate in the process.

Follow the directions below to initiate an LRP application. See *Overview of Loan Repayment Program Module* for general tasks and a list of participants who must act in support of the application.

> **IMPORTANT:** Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_ Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

Initiating a LRP Application

1. Log into ASSIST; see Logging into ASSIST. (https://era.nih.gov/erahelp/ASSIST/Default.htm)

   The Welcome screen appears.

The top part of the Welcome screen is intended for grant applicants. LRP applicants use only the bottom option, titled **INITIATE OR ACCESS LOAN REPAYMENT APPLICATION**.

NOTE: If you have previously initiated a LRP application, clicking the **Go** button takes you to your work-in-progress application. In that case, see *Filling Out LRP Application Forms* for directions for completing the application.

2. If you have not previously initiated a LRP application, click the **Go** button in the LRP section of the Welcome screen.

   The Initiate Loan Repayment Program Application screen appears. For details on all options, see the Instruction Guide for Extramural LRP Applicants.

3. Select options that describe the award you are applying for, and click the **Initiate Application** button. See the LRP website for details on each subcategory.
   If you need to make a change on this screen after initiating your application, you can come back to these options later (except for **Organization**) by clicking the **Change LRP Subcategory** button to the left of your application forms.

4. Select your organization; only those organizations to which your eRA Commons profile is

associated appear in the dropdown. You cannot change your organization after initiating the application.
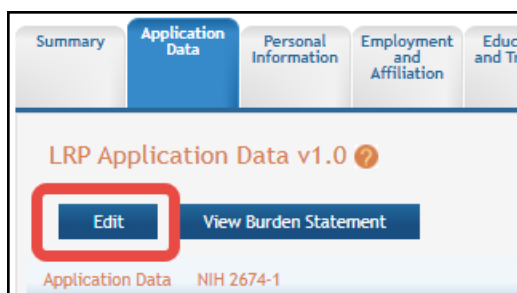
After you initiate the application, you are shown a series of ten tabs, each of which opens a form. See the next section.

Filling Out LRP Application Forms

The basic steps you take to complete the application are:

1. Navigate to each form by clicking its tab.

2. Click the form's **Edit** button to make the form editable.

3. Fill out forms, taking care to complete required fields, marked with a red asterisk. For details on individual fields and what they mean, see the [Instruction Guide for Extramural LRP Applicants](). For general steps for using a form, see the following topics:

- *Summary*

- *Application Data*

- *Personal Information*

- *Employment and Affiliation*

- *Education and Training*

- *Research Information*

- *Colleague Information*

- *Loan Information*

- *Funding Information*

- *Certify & Submit*

4. Before leaving each form, click the **Save** button at the bottom of the form.
   The **Save** button performs basic validations to ensure that all required elements of the form have been filled out. If required fields are incomplete, a message lists incomplete fields and incomplete fields are also highlighted in red.

5. Validate and submit the application for review by the Division of Loan Repayment (DLR); see *Using ASSIST to Submit an LRP Application* for details.

6. After submitting the application, monitor the submission of reference letters (see *For LRP Applicant: Reference Letters and Monitoring Submissions*) and IBO certification via the *Status Information* screen (see *Monitoring LRP Application Status and Submissions Through Status*).
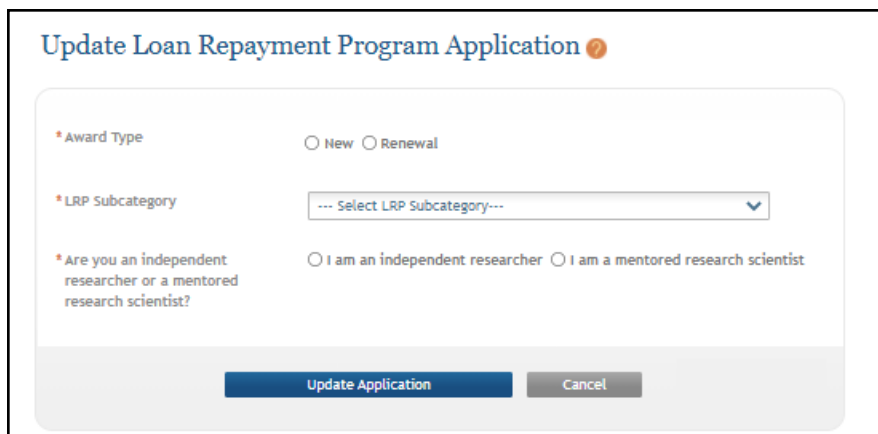
3.1 Change LRP Subcategory

You can update the **Award Type**, **LRP Subcategory**, or researcher status (independent researcher vs. mentored research scientist), after starting the LRP application. When you started a new LRP application, you set these values.

If you find that you need to make changes after initially setting those values, you can click the **CHANGE LRP SUBCATEGORY** button on your existing application to revisit these three fields and change them if necessary.

NOTE: If you entered information on the *Loan Information* tab while **Award Type** is set to **New**, and you then change to a **Renewal** type, the information on the *Loan Information* tab will be lost, as the Loan Information form is not part of a Renewal application.

The *Update Loan Repayment Program Application* screen is shown below.

3.2 Summary

After initiating an LRP application, you see the application, which consists of ten forms. The first form you see is the Summary form, which contains information about your application. Initially you do not do anything on this form, but after you complete all the forms, you will come back to the *Summary* form to submit.

Note the **Application Close Date**; this is the date by which you must submit your application. All reference letters must be submitted by this date. Your institutional business official must have completed your initial certification by this date; see *Overview of LRP IBO Portal*

For information on filling out forms, see *Using ASSIST to Complete an LRP Application*.

For more information on submitting, see *Validating and Submitting an LRP Application*.

Contact the LRP Information Center (https://www.lrp.nih.gov/contact-engage) if you have questions or receive a warning that you are applying for an incorrect award type (new or renewal).

> **IMPORTANT:** Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

3.3 Application Data

The *Application Data* form contains information about your application that you selected when initiating your application. It also contains other selections and questions that help determine your preferences and eligibility.

> **IMPORTANT:** Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_ Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

Application Information ❓

| Summary | Application Data | Personal Information | Employment and Affiliation | Education and Training | Research Information | Colleague Information | Loan Information | Funding Information | Certify & Submit |

LRP Application Data v1.0 ❓

OMB Number: 0925-0361
Expiration Date: 10/21/2022

Edit | **View Burden Statement**

☑ Expand All   *Required field(s)*

Application Data   NIH 2674-1

| Award Type | RENEWAL |

| Are you Applying for an Intramural or Extramural Loan Repayment Program? | EXTRAMURAL |

| LRP Subcategory you are applying for | Health Disparities Research |

| *Award Length | ○ One Year ● Two Years ○ Three Years |

| Are you an Independent Researcher or has a Mentor? | I am a mentored research scientist |

| Preferred IC | --- Select Institute or Center (IC) --- ⌄ |

| Preferred IC (secondary choice) | --- Select Institute or Center (IC) --- ⌄ |

| Not Preferred IC | --- Select Institute or Center (IC) --- ⌄ |

Eligibility Questions

*1) Do you receive any research funding support or salary from a for-profit institution or organization?   ○ Yes ○ No

*2) During the LRP award, will you be participating in a Federal Government fellowship (i.e., VA, CDC, DOD)? This does not include NIH fellowships or grants.   ○ Yes ○ No

*3) Are you a full-time (5/8 or greater) employee of a U.S. Government agency (CDC, DOD, or the Veteran's Administration)? Please note, receiving research or salary support from Federal grants or fellowships does not equate employment by the Federal government.   ○ Yes ○ No

*4) Do you or did you ever have a judgment lien arising from a federal debt?   ○ Yes ○ No

*5) Do you owe a service obligation to another program that cannot be deferred?   ○ Yes ○ No

*6) Have you ever defaulted on an educational loan or are you currently delinquent (more than 90 days past due) on an educational loan?   ○ Yes ○ No

*7) Will you have at least $2,000 of eligible educational debt on the contract start date?   ○ Yes ○ No

*8) Will you conduct qualifying research for an average of at least 20 hours per week over the course of each quarter (3 months) for the entire contract period?   ○ Yes ○ No

*9) Are you an individual from a health disparity (HD) population? NIH-designated U.S. health disparity populations include Blacks/African Americans, Hispanics/Latinos, American Indians/Alaska Natives, Asian Americans, Native Hawaiians and other Pacific Islanders, socioeconomically disadvantaged populations, underserved rural populations, and sexual and gender minorities. Please note: An applicant is not required to be from an HD population in order to apply to the HD Research LRP.   ○ Yes ○ No

☐ * I understand that completing this questionnaire is not a guarantee of eligibility for the program and that my eligibility will be further assessed throughout the process.

☐ * I understand that the NIH Loan Repayment Programs are competitive and the submission of an LRP application does not guarantee

To complete the *Application Data* form:

1. Click the **Edit** button to enable editing the form.

2. Read and make selections for each field. Required fields are marked with red asterisks (*).

NOTE: The **Award Length** is constrained by rules of the subcategory.

3. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.4 Personal Information

The *Personal Information* form collects personal information for important administrative purposes. Additional information, such as gender, race, ethnicity, and disability status are also collected here. The information on this form is prepopulated from your eRA Commons personal profile where possible.

> **IMPORTANT:** Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_ Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

Loan Repayment Program (LRP)

Application Information ⊘

Summary	Application Data	**Personal Information**	Employment and Affiliation	Education and Training	Research Information	Colleague Information	Loan Information	Funding Information	Certify & Submit

LRP Personal Information v1.0 ⊘

OMB Number: 0925-0361
Expiration Date: 10/21/2022

Edit **View Burden Statement**

☑ Expand All *Required field(s)*

Personal Information   NIH 2674-1

*NIH Commons ID	SLARKINS
ORCID	
*First Name (Legal)	Sherry
Middle Name (Legal)	
*Last Name (Legal)	Larkins
Suffix (Legal)	---Select Suffix--- ∨
First Name (Other)	
Middle Name (Other)	
Last Name (Other)	
Suffix (Other)	---Select Suffix--- ∨
*Work E-Mail	eRATest@mail.nih.gov
*Confirm Work E-Mail	eRATest@mail.nih.gov
Other E-Mail	
*U.S./Non-U.S.	○ U.S. ○ Non-U.S.
*Home Address Line 1	3404 N. Poinsettia Ave
Home Address Line 2	
*City	Manhattan BEach
*State	CA: California ∨
*Zip Code	90266
*Country	USA: UNITED STATES ∨
*Work Phone	323-828-8850 Ext.
Home Phone	
Cell Phone	
*Preferred Contact	--Select Preferred Contact-- ∨
*Date of Birth	🗓
Gender	○ Male ○ Female ○ Other ○ Prefer not to answer
What is your race? Check all that apply.	☐ American Indian, Native American, or Alaska Native
	☐ Asian
	☐ Black or African American
	☐ Native Hawaiian or other Pacific Islander
	☐ White
	☐ Other - Please specify
	☐ Prefer Not to Answer
Are you Hispanic, Latino/a, or of Spanish origin?	○ Yes ○ No ○ Prefer not to answer
if Hispanic, check all that apply.	☐ Mexican, Mexican American, Chicano/a
	☐ Central American (Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama)
	☐ Puerto Rican

To complete the *Personal Information* form:

1. Click the **Edit** button to enable editing the form.

2. Read and make selections for each field. Required fields are marked with red asterisks (*).

3. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.5 Employment and Affiliation

The Employment and Affiliation form contains information about your employer (required) and your academic affiliation (optional).

You must list the organization you will be conducting research for during the LRP contract period, starting next July 1. If there is a change in your employment after you submit your application, you can submit a change of institution (COI) during the application cycle up until January 31.

NOTE: your employer/organization must be a domestic, nonprofit organization to meet NIH LRP eligibility requirements. If you are employed by or receive support from a for-profit organization, you are not eligible for NIH LRP awards.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_ Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

There are two sections on this form: your *Employment Organization*, and your *Academic Affiliation*, the former of which is required, and the latter of which is not optional.

To complete the Employment and Affiliation form:

1. Click the **Edit** button to enable editing the form.

2. Select an **Organization Type**, whereupon a set of fields appears where you can further identify the organization.

NOTE: After you choose a state, the **University** or **Hospital/Clinic/Other Organization** dropdown filters to employers in that state only, of the type you chose. Before you select a state, the **University** or **Hospital/Clinic/Other Organization** dropdowns are empty.

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3. Make selections for each field taking special care to complete required fields, which are marked with red asterisks (*).

4. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.6 Education and Training

The Education and Training form collects information about your academic and training history, including conferred degrees and postdoctoral fellowships. Most extramural LRP subcategories require applicants to hold an M.D., Ph.D., or equivalent doctoral-level degree to qualify for an award.

You must enter at least one qualifying degree. Review the LRP website for degree requirements for the subcategory to which you are applying. If you do not currently hold a qualifying degree, but anticipate it to be conferred before the start of your LRP award, you may still be eligible to apply. In this case, add a new entry for education, and enter your expected degree year in the appropriate field.

> **IMPORTANT:** Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_ Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

There are two main sections on the *Education and Training* form: the top section for *Education Information*, and the bottom section for *Postdoctoral Fellowships*.

3.6.1 Adding a New Education Record

To complete the *Education Information* (top) section of the *Education and Training* form:

1. Click the **Edit** button to enable editing the form.

2. To add an education entry, click the **Add New Entry** for the *Education Information* (top) section.

The Education screen appears where you can specify the degree and one or more residencies. This screen displays different fields depending on which degree you choose.

3. Specify a degree, which causes several other fields to appear, which you must fill out.

   For some degrees (M.D., M.D.-Ph.D or Doctor of Osteopathy), you must add a residency associated with the education.

4. Click the **Add New Residency** button as many times as necessary to record your residencies and fill out the fields that appear. Click the **Delete** button if you make a mistake.

5. When finished, click the **Save** button.

NOTE: After you **Save**, you can delete an education entry. Make sure the form is editable before you click the **Edit** button on the row you wish to remove.

Entry #	Degree	Conferring Institution	Year	Specialty	Subspecialty	Residency	Action
1	MD PhD Combined Program	sdf, dfg	2019 2020			Y	Edit View
2	Doctor of Chiropractic	asdf	2011			N	Edit View

Then click the **Remove Education** button at the bottom of the screen.

Save	Save and Add	Cancel	Remove Education

3.6.2 Adding a New Postdoctoral Record

To complete the *Postdoctoral Fellowship* (bottom) section of the *Education and Training* form:

1. Click the **Edit** button to enable editing the form.

2. To add a postdoctoral fellowship, click the **Add New Entry** for the *Postdoctoral Fellowship* (bottom) section.

A popup appears where you enter postdoctoral fellowship details.

3. Fill out the fields in the popup and click **Submit**.

4. When finished, click the **Save** button. The form will be validated and alert you about any potential errors.

If you notice a red exclamation point next to an education entry, it means the entry is not complete. Click the entry's **Edit** button to complete it.
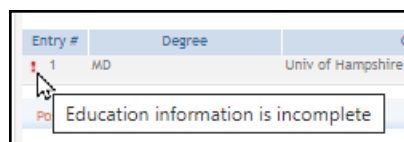
3.7 Research Information

The *Research Information* form of the LRP Application requires you to develop and submit several research-related PDFs related to your LRP application. For formatting instructions, such as page limits, format requirements, filenames, file size, citation information, and more, refer to the *Research Information* section of the instruction guide referenced below:

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

To complete the *Research Information* form:

1. Click the **Edit** button to enable editing the form.

NOTE: The title you enter in the **Research Project Title** field will also be used in the IBO portal to identify your application title. Enter a **Project Abstract** (2000 character limit).

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2. For each required attachment, click the **Add Attachment** button, select a file, and click the **Submit** button.

3. Optionally, after adding an attachment, you can click **View Attachment** to view it with your browser's PDF viewer, click **Delete Attachment** to remove the file, or click **Replace Attachment** to replace the file with another. When replacing a file, you should give the new file a file name that is different than the file name given to the previously uploaded document (e.g., Personal Statement Version2) as this would allow you to ensure that the new/replacement document was successfully uploaded.

4. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.8 Colleague Information

The Colleague Information form collects information about your research supervisor, mentor, and institutional business official (IBO). You should complete the *Colleague Information* form of the application at least two weeks before the submission deadline to give your referees, mentor, and IBO time to submit documents in support of your application by the deadline.

Once the colleague information is entered and the form saved, an email is automatically sent to the mentor (for mentored researchers) and IBO with instructions to submit their documents. The NIH does not contact your referees, you must reach out to them individually; see *For LRP Applicant: Reference Letters and Monitoring Submissions*.

> **IMPORTANT:** Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

Loan Repayment Program (LRP)

Application Information ❓

| Summary | Application Data | Personal Information | Employment and Affiliation | Education and Training | Research Information | Colleague Information | Loan Information | Funding Information | Certify & Submit |

LRP Colleague Information v1.0 ❓

OMB Number: 0925-0361
Expiration Date: 10/21/2022

| Edit | **View Burden Statement** |

☑ Expand All   *Required field(s)*

Research Supervisor   NIH 2674-1 ▲

* First Name [_____]

Middle Name [_____]

* Last Name [_____]

* Email [_____]

* Confirm Email [_____]

* Organization [_____]

* Position Title [_____]

Primary Mentor   NIH 2674-1 ▲

☐ * Check here if the person you have entered as your Research Supervisor is also your Primary Mentor

* First Name [_____]

Middle Name [_____]

* Last Name [_____]

* Email [_____]

* Confirm Email [_____]

* Organization [_____]

* Position Title [_____]

* NIH Biosketch (5 page limit) [_____] **Add Attachment** Delete Attachment View Attachment

Additional NIH Biosketch [_____] **Add Attachment** Delete Attachment View Attachment

*You may upload the NIH biosketch of an additional person, identified in your mentoring plan, who will continue to the mentoring of this applicant

Institutional Business Official   NIH 2674-10 ▲

* NIH Commons ID [_____] **Populate fields from Credentials**

* Organization   UNIVERSITY OF CALIFORNIA LOS ANGELES

* First Name [_____]

Middle Name [_____]

* Last Name [_____]

* Email [_____]

* Confirm Email [_____]

| **Save** | Cancel |

To complete the Colleague Information form:

1. Click the **Edit** button to enable editing the form.

2. Read and make selections for each field. Required fields are marked with red asterisks (*).

3. To copy *Research Supervisor* information to the fields in the *Primary Mentor* section, click the checkbox at the top of the *Primary Mentor* section.

4. In the *Institutional Business Official* section, to save time, you can enter the NIH Commons ID and click the **Populate fields from Credentials** button. This populates the fields according to the personal profile associated with the eRA Commons ID entered.

5. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.9 Loan Information

New applicants must list their educational loans on the *Loan Information* form. If the LRP application's **Award Type** is **Renewal**, this form is blank and you do not need to complete it. Loans from the same loan servicing agent and of the same loan type should be combined into a single entry (e.g., MOHELA, Stafford).

Not all educational loans are eligible for repayment by the NIH LRPs. For example, foreign loans are not eligible for repayment. Refer to the LRP website for specific information regarding loan eligibility. If you enter a loan in this section that is ineligible, it will be removed from your loan portfolio. All the information necessary to complete this section should be available on your student loan account statement(s). At least one loan must be entered, but you should enter all the loans you wish to be considered for repayment by the LRP.

See the guide linked below for eligibility details on loans.

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To complete the *Loan Information* form:

1. Click the **Edit** button to enable editing the form.

2. Click the **Add New Entry** button, which opens a popup where you can enter loan details.

3. Enter loan details and click the **Update** button. Required fields are marked with red asterisks (*).

4. Click the **Save** button on the *Loan Information* form when finished. The form will be validated and alert you about any potential errors.

3.10   Funding Information

The Funding Information form contains details of your research funding. Your research must be funded by a domestic nonprofit entity to be eligible for an NIH LRP award. Funding sources may include NIH grants; grants from other federal, state, or local entities; and non-profit organizations. Your research may also be supported by start-up funds or the salary you receive from your nonprofit employer. You may have more than one funding source in some combination of the above.
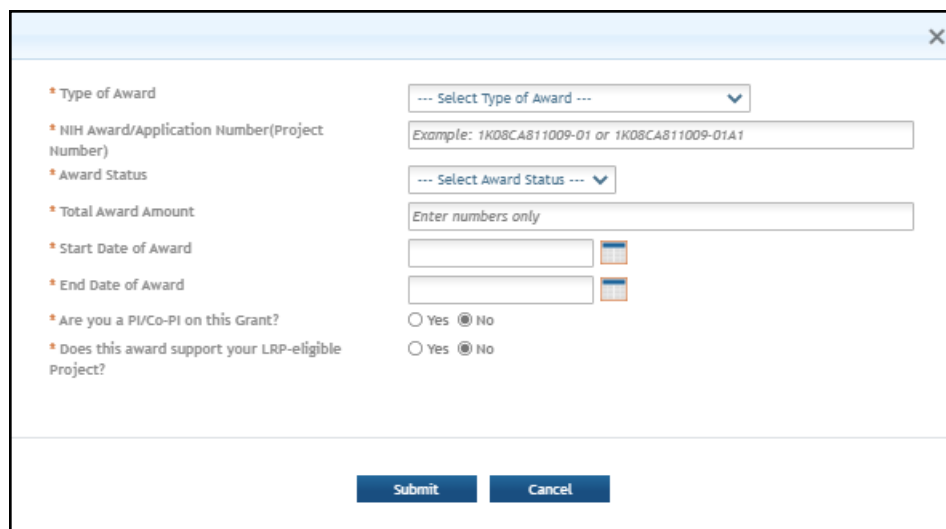
Reference the *Research Funding Information* section in the document linked below for help on fields on this form.

> **IMPORTANT:** Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_ Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

To complete the Funding Information form:

1. Click the **Edit** button to enable editing the form.

2. Mark all checkboxes that are applicable to the funding of your research.

3. If you click the third checkbox, **Through research grant(s)...**, a set of fields appears, where you must specify at least one funding source. Click the **Add New Entry** button for one of these types of funding and fill out the popup that appears:

   - NIH Grant Support

   - Other Government Research Funding

   - Other Non-Profit Research Funding

4. Click **Submit** in the popup after specifying the grant, and then optionally, click **Add New Entry** to add another award.

5. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.11 Certify & Submit

On the *Certify & Submit* screen, complete the checkboxes to indicate that you have read the Certifications for Online Applications and your NIH Loan Repayment Program Contract. Completing these checkboxes and entering your name serves as your signature on these documents.

> **IMPORTANT:** Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_ Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

To complete the *Certify & Submit* form:

1. Click the **Edit** button to enable editing the form.

2. Read each section and mark its checkbox. Required fields are marked with red asterisks (*).

3. Complete the first signed certification by entering your name and clicking the accompanying certification checkbox. This serves as a legal signature.

LRP Application Information ⓘ

| Summary | Application Data | Personal Information | Employment and Affiliation | Education and Training | Research Information | Colleague Information | Loan Information | Funding Information | Certify & Submit |

Certify and Submit v1.0 ⓘ

OMB Number: 0925-0361
Expiration Date: 10/21/2022

[Edit] [View Burden Statement]

☑ Expand All * Required field(s)

Certifications for Online Applications   NIH 2674-9

Certification by Applicant/Borrower

☐ * I hereby apply to enter into an agreement with the National Institutes of Health (NIH) for repayment of the educational loan(s) listed in my application. I hereby certify that: (1) all loans listed in this application were incurred solely for the costs of education, including reasonable living expenses, (2) all information provided in this application is true, complete, and accurate to the best of my knowledge and does not omit any material facts that would render any portion of this application false, fictitious, or fraudulent as a result of the omission, (3) I understand that any information provided in my application may be investigated and that any false representation is sufficient cause for rejection of the application, or, if awarded loan repayment, that I am liable for return of all awarded funds plus potential penalties and, (4) any false, fraudulent, or fictitious statement may be punishable as a felony under 18 U.S.C. § 1001, and in addition to other remedies available to the Government, subject me to civil penalties under the Program Fraud Civil Remedies Act of 1986.

Authorization for Disclosure of Financial Information

☐ * I hereby authorize the lending institution, servicing agent, and/or institutional program named in my application to release information about my loan or any loan owned, serviced, or administered by my lending institution, servicing agent, or program administrator to the administrators of the NIH Loan Repayment Programs (LRP) and other authorized Government officials. This authorization shall remain in effect during my application and participation in the NIH LRP and for 120 days after completion of any LRP contracted service.

Research Certification and Release of Service Obligation Information

☐ * I certify that the named research project complies with applicable Federal, state and local laws (e.g., applicable human subject protection regulations) and is not research for which funding is prohibited by Federal law. I further authorize any program to which I owe a service obligation to release information about that obligation to administrators of the NIH LRP and other authorized Government officials.

Confidentiality Agreement and Request for Supporting Application Materials

☐ * By checking this box, I understand that I voluntarily waive my right to inspect, view or otherwise obtain any letters of reference submitted by my mentor or recommenders in support of my NIH LRP application. I certify that I am requesting information and materials provided by these individuals to be included as components of my NIH LRP application. My application, including information and materials submitted by my recommenders and mentor, will be used by NIH officials to determine my eligibility/suitability for participation in an NIH LRP. I authorize administrators of the NIH LRP and other authorized U.S. Federal Government officials to contact the individual(s) who have submitted information on my behalf to request any additional information that may be needed to provide an appropriate review of my application. I understand that all materials submitted by other persons in support of my application shall be held in confidence and protected from unauthorized disclosure by officials of the NIH LRP according to Privacy Act System of Records #09-25-0165 (see Confidentiality and Privacy Act Notice).

☐ * I certify that I have read the above statements in their entirety. I understand that by checking this box I am providing my electronic signature on these certifications and it is intended to be the legally binding equivalent of my handwritten signature.

* Legal Name

| First Name | Middle Name |
| Last Name | ---Select Suffix--- ▾ |

4. Read the contract, and then complete the second certification by entering your name and clicking the accompanying certification checkbox. This serves as a legal signature.

5. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.12 ASSIST Features

This topic gives you tips on using ASSIST features.

**Viewing/Hiding Sections of Forms**

On any given screen, you can:

- Toggle the **Expand All** checkbox, outlined in red above, to expand or collapse all sections on the form.

- Individually expand sections by clicking their down arrow button, outlined in red above at right.

- Click **View Burden Statement** to view the paperwork burden statement.

Previewing an Application

You can generate a preview of the application, which includes all files you submitted along with the application.

To preview an application:

1. Click the **PREVIEW APPLICATION** button at left.
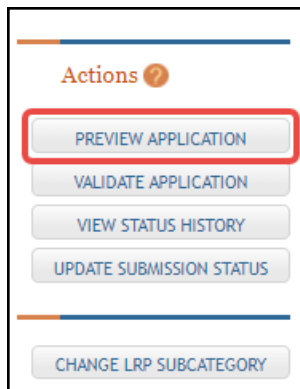
The Preview Application screen appears.
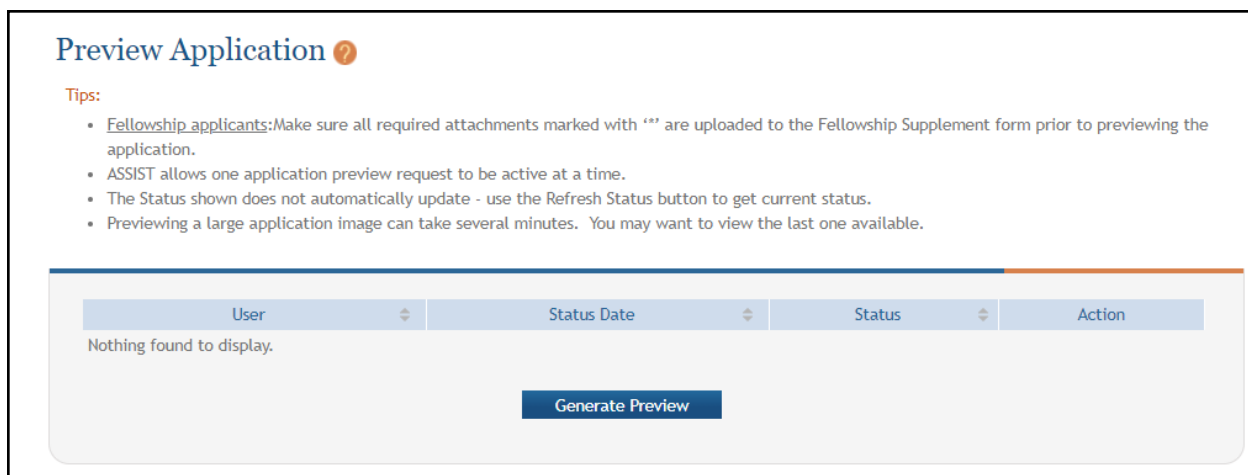
2. Click the **Generate Preview** button. The **Status** field might display "**Waiting to Process**" initially.

3. Click the **Refresh Status** button to update the **Status** field. When the **Refresh** button causes a **View** button to appear, the preview is ready.

4. Click the **View** button to see a PDF of the files submitted with the application.

The preview might look something like this in a PDF viewer:

Viewing Application Status History

You can view a listing of all changes and saves of the application.

Click the **VIEW STATUS HISTORY** button at left.

A screen appears with a record of changes and saves to the application.

Application Status History

Status Date	Status	Status Comment	Status Type	Update User
				1 - 9 of 9 records, Page 1 of 1
2021-06-15 04:10:29 PM	Work in Progress	Application initiated	ASSIST	LARKINS, SHERRY
2021-06-15 04:22:09 PM	Work in Progress	LRP subcategory changed from: REACH, IndependentResearcher, NEW	ASSIST	LARKINS, SHERRY
2021-06-15 04:23:17 PM	Work in Progress	LRP subcategory changed from: CR, IndependentResearcher, NEW	ASSIST	LARKINS, SHERRY
2021-06-15 04:23:39 PM	Work in Progress	LRP subcategory changed from: HDR, IndependentResearcher, NEW	ASSIST	LARKINS, SHERRY
2021-06-15 04:24:15 PM	Work in Progress	LRP subcategory changed from: REACH, IndependentResearcher, RENEWAL	ASSIST	LARKINS, SHERRY
2021-08-10 08:22:39 PM	Work in Progress	LRP subcategory changed from: HDR, MentoredResearchScientist, RENEWAL	ASSIST	LARKINS, SHERRY
2021-08-10 08:29:31 PM	Ready for Submission		ASSIST	LARKINS, SHERRY
2021-08-10 09:03:30 PM	Submitted	Submitted to Grants.gov with Tracking Num: LRP0000008310	ASSIST	LARKINS, SHERRY
2021-08-10 09:08:12 PM	PROCESSED		Agency	Agency

For information about the **VALIDATION APPLICATION** and **UPDATE SUBMISSION STATUS** buttons, see *Validating and Submitting an LRP Application*.

For information on the **CHANGE LRP SUBCATEGORY** button, see *Change LRP Subcategory*.

4 For LRP Applicant: Reference Letters and Monitoring Submissions

As an LRP applicant, in addition to filling out an application, you must also have colleagues/mentors submit reference letters in support of your application, and your institutional business official (IBO) must attest to certain certifications about you. Read below for:

About Reference Letters

When you apply for an NIH Loan Repayment Program (LRP) award, you (the applicant) are required to have colleagues submit reference letters on your behalf. Persons who submit a reference letter on your behalf are *referees*. For mentored research scientists, one of the submitted reference letters must be from your mentor.

When you apply for the award, you state whether you are an independent researcher or a mentored research scientist; for definitions, search for the terms "Independent Researcher" or "Mentored Research Scientist" here: https://www.lrp.nih.gov/az-index. See the two sections below for specific information depending on what type of researcher you are.

After you initiate an application with LRP, you receive an email titled "Welcome to the NIH Loan Repayment Programs" from the Division of Loan Repayment (DLR). This email contains instructions on filling out the *Colleague Information* section of the ASSIST LRP application. It also contains the link that you can send to NON-mentor referees to submit reference letters on your behalf. Mentors *only* are specified on the *Colleague Information* section, and mentors receive their own email from LRP describing reference letter submission. The email to mentors contains a different link, so do not send the referee link to your mentor.

> **IMPORTANT:** Your referees and mentor should **not** use the "Submit a Reference Letter" link on the main eRA Commons home page; instead they should use these links:
> Mentor link for reference letters:
> https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor
> Referee (NON-mentor) link for reference letters:
> https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee

4.1 If You Are an Independent Researcher

If you are an independent researcher, you can have a minimum of three letters and a maximum of five letters submitted on your behalf. eRA Commons will NOT contact your referees (persons submitting a letter on your behalf) for you; you must reach out to them and give them the information in *Information You Should Send to Your Referees (not Mentors)* below.

4.2 If You Are a Mentored Research Scientist

If you are a mentored research scientist, you can have a minimum of three and maximum of five letters submitted, and one of which must be from your mentor.

In the LRP application, you enter your mentor's information on the *Colleague Information* tab of ASSIST. (See *Colleague Information*.) eRA Commons-ASSIST will send an email to your mentor with instructions and a link on how to provide a reference letter. The mentor will receive this link in their email from
LRP: https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor

Non-mentor referees do not receive an email from the LRP program. For these referees, you must reach out to the referees and provide them with the information in *Information You Should Send to Your Referees (not Mentors)* below.

4.2.1 Information You Should Send to Your Referees (not Mentors)

- Your NIH Commons ID

- The link where the NON-mentor referee can submit a letter:
  https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee

- A deadline (date) by which the LRP application must be submitted. (Preferably, ask your referees to submit the letter at least a week before your submission deadline.)

Monitoring Submissions for Your Application by Referees/IBO

You can monitor submissions for your application on both the Personal Profile and Status Information screens of eRA Commons. In addition, you receive regular reminder emails from the LRP program if submission that are required by your referees or IBO are not made in a timely manner.

See:

Monitoring Reference Letters Submission Through Personal Profile

Monitoring LRP Application Status and Submissions Through Status

4.3 Monitoring Reference Letters Submission Through Personal Profile

You can access your personal profile in eRA Commons to monitor the submission of reference letters. You cannot view and read the submitted letters, but you can see who submitted letters and when.

To check who has submitted reference letters in support of your LRP application:

1. Log into eRA Commons (see Logging Into eRA Commons:
   https://era.nih.gov/erahelp/commons/#Commons/access/login.htm for help.)

2. Click the Personal Profile button on the eRA Commons home page.
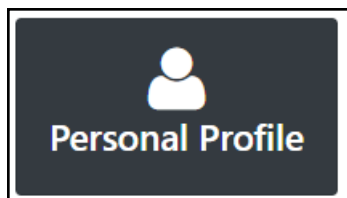
3. Scroll to the *Reference Letters* section on the personal profile and expand it, as shown here.

4.4   Monitoring LRP Application Status and Submissions Through Status

You can view the status, activity, and submissions for your LRP application. View the Status Information screen, which is within the Status module, to monitor your submission. Reference letter information, such as submitter name and submission date, is available in the Status Information screen.

U.S. Department of Health & Human Services | NIH National Institutes of Health | Office of Extramural Research

eRA Electronic Research Administration
A program of the National Institutes of Health

Contacts

Administration:
Name:
Email:

Latest Update

Notice: test

eRA Service Desk

Hours: Mon-Fri, 7AM-8PM EDIT/EST

Web: http://grants.nih.gov/support

Toll-free: 866-504-9552

Phone: 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Status Information ❓

| Filter | ✕ |

2 L30

Status: Application entered into system   **Project Title:** My Study

PI Name: MED, HAFAH   **NIH Appl. ID:** 10365638

⊖ Status

PI Name: MED, HAFAH

LRP Type: Extramural   **Primary Preferred IC:** NIAAA

Award Type: Renewal   **Secondary Preferred IC:** ORIP

Type: Mentored   **Not Preferred IC:** FIC

eApplication Status: Submitted to Agency   **Application Submission Date:** 07/22/2021

Notice: test

⊖ Other Relevant Documents

Doc #	Group	Document Name	Document Details
1	Main	Electronic Cover Sheet	
2	Main	e-Application	
3	Main	Loan Information	
4	Main	Eligibility Questions	
5	Main	Certifications for Online Application	
6	Main	Certifications for Online Application	
7	Main	LRP Contracts	
8	Main	LRP Contracts	

⊖ Correspondence

General Correspondence
Welcome Package - 07/02/2021
Application Submission Confirmation Letter - 07/22/2021
Application Submission Confirmation Letter - 07/22/2021
07/28/2021 - Reference Letter Submitted by Referee - To Applicant
07/22/2021 - Reference Letter Submitted by Referee - To Applicant
07/22/2021 - Reference Letter Submitted by Referee - To Applicant
07/22/2021 - Reference Letter Submitted by Referee - To Applicant
07/22/2021 - Reference Letter Submitted by Referee - To Applicant
07/22/2021 - Reference Letter Submitted by Referee - To Applicant
07/22/2021 - Reference Letter resubmitted by Referee - To Applicant
07/22/2021 - Reference Letter Submitted by Mentor - To Applicant
07/23/2021 - Reference Letter resubmitted by Mentor - To Applicant
08/03/2021 - Mentor/Referee letter not submitted - To Applicant (22)

⊖ Institute/Center Assignment

No data available.

⊖ Status History

Effect Date	Status Message

⊖ Reference Letter(s)

This list shows Reference Letters associated with this particular Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference L

Referee Name	Organization/Affiliation	EMail
Fredon, Piers	Lido	piers@nih.gov
Veni, Phamuri	NIH	Phamuri@NIH.GOV

⊖ Mentor Letter(s)

To access the Status Information screen:

1. Log into eRA Commons (see Logging Into eRA Commons: https://era.nih.gov/erahelp/commons/#Commons/access/login.htm for help.)

2. Click the Status button on the eRA Commons home page.
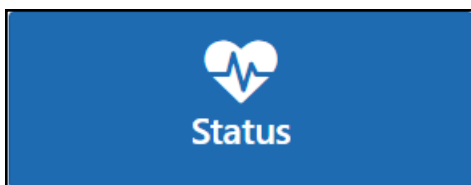
The Status: PI Search screen appears.

3. Under List of Applications/Awards, click the arrow button, outlined in red above.

The Status Result - List of Applications/Awards screen appears.

4. Click the [+] icon (outlined above at right), which opens the listing.

5. Click the **Application/Award ID** number, outlined in red above.

This opens the *Status Information* screen for the LRP application, where you can monitor your application for required inputs from other participants, such as your referees, mentor, and institutional business official (IBO).

5 Overview of LRP IBO Portal

An institutional business official (IBO) represents the LRP applicant's employing institution in an official capacity. The IBO must certify certain data for an LRP application before its published deadline. For a description of the IBO, see Institutional Business Officials on the LRP website. An IBO must have an eRA Commons ID and be assigned the business official (BO) role to complete certifications for an LRP applicant who resides at the IBO's institution.

The IBO must confirm and certify the LRP applicant's salary, U.S. citizenship, and other items. In the LRP application (*Colleague Information* form) in ASSIST, the LRP applicant identifies the IBO and subsequently, the IBO receives an email with a prompt to certify the applicant in the IBO Portal. For instructions in accessing the LRP IBO Portal screen, see *Accessing the IBO Portal*.

The *IBO Portal* is module in eRA Commons where the IBO can complete and submit required certifications for LRP applicants. You, as the IBO, receive an email from the LRP program like the following, prompting you to access the IBO Portal:

TEST : NIH Loan Repayment Program (LRP) Information Request – Please Certify Institution...

era-notify-test@mail.nih.gov
To • Toth, Teresa (NIH/OD) [C]

Reply   Reply All   Forward   ...

Mon 8/16/2021 12:33 AM

Dear Teresa Toth:

You were identified as the Institutional Business Official (IBO) that will certify salary and protected research support (time and resources) for ZO ZHANG on behalf of their 2021 NIH LRP application.

Please follow the steps below to submit your certification.

1. Log in to NIH eRA Commons
2. Navigate to the Apps Menu icon, located in the upper left corner of the window.
3. Find "IBO Portal" tab which navigates you to the IBO Portal landing page.
4. Locate the certification you want to work on and select the appropriate action in the "Actions" dropdown.
5. Enter the salary, specify contract duration (renewal only), certify the applicant's eligibility, and verify the applicant's citizenship (new only).
6. Save and Submit

After the certification is submitted, a confirmation email will be sent to you and the applicant. If your New LRP applicants are selected for further consideration, we will contact you in the Spring/Summer to verify the applicant's salary and confirm that the applicant is still at your institution.

Please note that **the application will not be considered complete without your certifications** thus it is very important that you complete and submit this information before the application deadline on 08/31/2021.
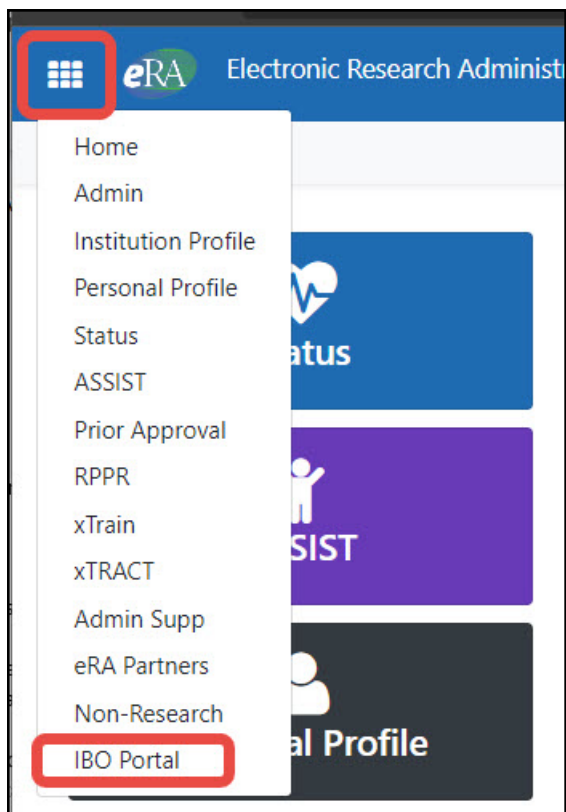
Thank you very much for your support of this application and the NIH LRPs. Please contact us at lrp@nih.gov or 866-849-4047 if you have any questions.

Sincerely,

NIH Division of Loan Repayment www.lrp.nih.gov

5.1 Accessing the IBO Portal

When an LRP applicant enters the IBO contact information in the *Colleague Information* section of the LRP application, the system generates an email to the IBO, such as the one below, asking the IBO to confirm certain data about the applicant. If you are the business official, follow the procedure below.

To access the IBO Portal:

1. Log into eRA Commons; see Logging Into eRA Commons.
   (https://era.nih.gov/erahelp/commons/#Commons/access/login.htm)

2. Click the **Apps** menu in the upper left and select **IBO Portal**.

The IBO Portal landing page appears.

5.2 Using LRP IBO Portal

You (the IBO) must certify LRP applications before the application deadline. Information on the application deadline is provided in the email you received. The **Initial Certification (Fall)** column refers to the IBO certifications shown in these topics: *Certification Form - New* and *Certification Form - Renewal*. The **Final Certification (Summer)** column refers to the *Salary Verification Form* and appears as **Not Applicable** until the applicant is selected for further consideraton, at which time it changes to **Incomplete**.

From the *LRP IBO Portal* screen, you can do the following:

Start Certification. Start a certification for a LRP applicant. The certification screens are slightly different depending on whether you are certifying a New application or Renewal application. To start certifying an applicant, click the three-dot ellipses menu and select **Start Certification**. See *Certification Form - New* or *Certification Form - Renewal*.

Complete Certification. Complete a certification for a LRP applicant that you previously started but did not finish. The certification screens are slightly different depending on whether you are certifying a New application or Renewal application. To complete certification for an applicant, click the three-dot ellipses menu and select **Complete Certification**. See *Certification Form - New* or *Certification Form - Renewal*.

View Certification. View a completed certification for a LRP applicant. You can view the certification that you previously submitted for the applicant in your browser's PDF viewer. To see a certification, click the three-dot ellipses menu and select **View Certification**. It opens in your browser's PDF viewer.

Verify Salary. Verify salary and employment for a LRP applicant. If your new LRP applicant is selected for further consideration, the NIH will contact you in the Spring/Summer to verify the applicant's salary and confirm that the applicant is still at your institution. To verify salary for an applicant, click the three-dot ellipsis menu and select **Verify Salary**. See *Salary Verification Form*. The Final Certification (Summer) column reflects the status of the salary verification.

5.3   Certification Form - New

You (the IBO) must certify LRP applications application deadline. Information on the application deadline is provided in the email you received from NIH.

To certify a new LRP application:

1. Log into eRA Commons; see Logging Into eRA Commons. (https://era.nih.gov/erahelp/commons/#Commons/access/login.htm)

2. Click the **Apps** menu in the upper left and select **IBO Portal**.

3. Click the three-dot ellipsis menu for the applicant you are certifying and select **Start Certification**. The **Initial Certification (Fall)** status should initially display as **Not Started** for a new applicant.

The Institutional Business Official Certification for LRP Application screen appears.

4. Review the applicant identifying information and enter the applicant's annual income.

5. Review the Certifying Official's Assurances carefully and mark the checkbox if all are true.

6. Specify whether the applicant is a US citizen, US National, or Permanent Resident of the US.

7. If you are finished, click **Submit**.

8. If you need to check information and come back to this form later, click **Save**.
   If you click **Save**, then the next time you log into the IBO Portal, the **Initial Certification** status will appear as **Work in Progress** for this application, and the three-dot ellipsis menu will show **Complete Certification** instead of **Start Certification**, which you can click to return to this form and complete it.

5.4   Certification Form - Renewal

You (the IBO) must certify LRP applications before the application deadline. Information on the application deadline is provided in the email you received from NIH. The renewal certification screen excludes the citizenship question since the applicant's citizenship was certified when they were a new applicant.

To certify a renewal LRP application:

1. Log into eRA Commons; see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm).
   (https://era.nih.gov/erahelp/commons/#Commons/access/login.htm)

2. Click the **Apps** menu in the upper left and select **IBO Portal**.

3. Click the three-dot ellipsis menu for the applicant you are certifying and select **Start Certification**. The **Initial Certification (Fall)** status should initially display as **Not Started** for a renewal applicant.

The *Institutional Business Official Certification for LRP Application* screen appears.

4. Review the applicant identifying information and enter the applicant's annual income.

5. Review the *Certifying Official's Assurances* carefully and mark the checkbox if all are true.

6. If you are finished, click **Submit**.

7. If you need to check information and come back to this form later, click **Save**.
   If you click **Save**, then the next time you log into the IBO Portal, the **Initial Certification** status will appear as **Work in Progress** for this applicant, and the three-dot ellipsis menu

will show **Complete Certification** instead of **Start Certification**, which you can click to return to this form and complete it.
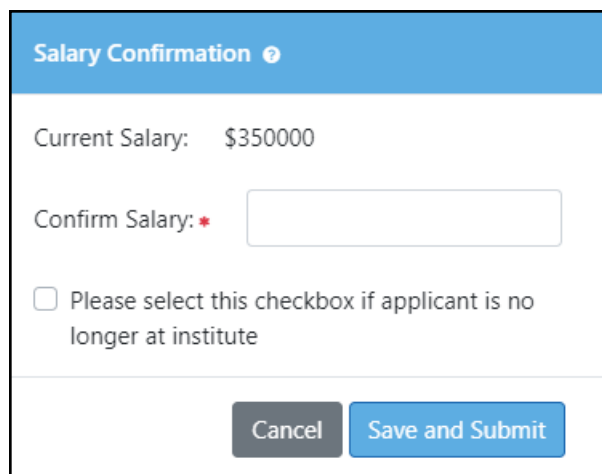
5.5 Salary Verification Form

If your new LRP applicant is selected for further consideration, NIH will contact you (the IBO) in the Spring/Summer to verify the applicant's salary and confirm that the applicant is still at your institution. This form is not required for Renewal applications.

5.5.1 Verifying the Salary of an LRP applicant:

1. Log into eRA Commons; see Logging Into eRA Commons. (https://era.nih.gov/erahelp/commons/#Commons/access/login.htm)

2. Click the **Apps** menu in the upper left and select **IBO Portal**.

3. Click the three-dot ellipsis menu for each application that requires salary verification, and select **Verify Salary**.

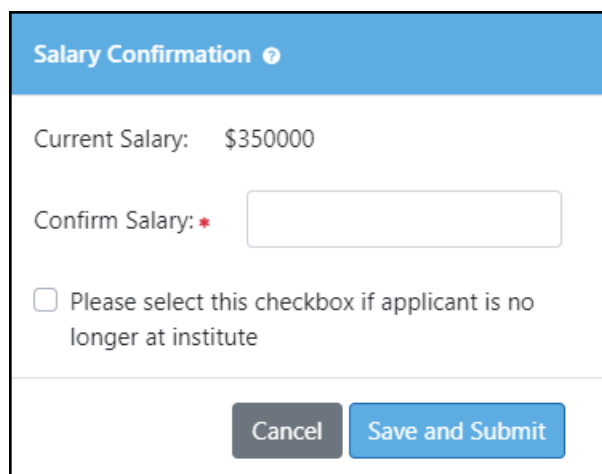The *Salary Confirmation* popup appears.

Enter the applicant's salary as of July 1 in whole dollar amounts and click **Save and Submit.**

The **Final Certification (Summer)** column on the main *LRP IBO Portal* screen now displays "**Complete**".

5.5.2 Informing NIH Division of Loan Repayment That Applicant is No Longer at Institution

1. Log into eRA Commons; see Logging Into eRA Commons. (https://era.nih.gov/erahelp/commons/#Commons/access/login.htm)

2. Click the **Apps** menu in the upper left and select **IBO Portal**.

3. Click the three-dot ellipsis menu and select **Verify Salary**.

The *Salary Confirmation* popup appears--leave the salary field blank.

4. Mark the **Please select this checkbox if applicant is no longer at institute** checkbox, and click **Save and Submit.**

   A message asks you to confirm; stating that an applicant is no longer at the institution stops the award process.

5. In the confirmation popup, confirm that the person has left your institute.

6 For Referees/Mentors: About LRP Reference Letters

If a person applies for the NIH Loan Repayment Program (LRP), part of the application process is to have mentors and colleagues (i.e., "*referees*") submit reference letters on behalf of the applicant.

You might receive an email from a colleague asking you to submit a reference letter in support of their LRP application. If you are a mentor for someone applying for an LRP award, you would receive an email from LRP directly asking you to submit a reference letter for your mentee. In either case, follow the instructions in this section. It is important to note that there are different links to use depending on whether you are a mentor or not.

If you are being asked to submit a reference letter as the applicant's mentor, use the link below, which should also have been included in the email you received from LRP.

https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor

If you are being asked to submit a reference letter as a colleague of the applicant (not a mentor), use the link below, which should also have been included in the email you received from the LRP applicant who asked you to submit the letter on their behalf.

https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee

The LRP application cycle, including deadlines, can be found on the LRP website. For step-by-step directions, see the links below.

6.1 Verify Applicant/Application

The following screen appears for referees (persons submitting a reference letter) to identify the applicant in eRA Commons for whom you are submitting a letter.

If you are a mentor, you should have received an email with information about submitting a reference letter, including the applicant's Commons User ID. See *Mentor - Submitting a Reference Letter for LRP Applicant*.

If you are a referee (not a mentor), the applicant for whom you are submitting the letter should have provided you with their Commons User ID. See *Submitting a Reference Letter for LRP Applicant (Non-Mentor)* .

6.2 Submit Reference Letter Screen

The screen below appears to referees (persons submitting a reference letter) who are submitting a reference letter in support of a LRP applicant.

If you are a mentor, see *Mentor - Submitting a Reference Letter for LRP Applicant* for more details.

If you are a referee (not a mentor), see *Submitting a Reference Letter for LRP Applicant (Non-Mentor)* for more details.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) Also see the LRP website. (https://www.lrp.nih.gov/)

Instruction Guide for Extramural LRP Applicants (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

6.3   Submitting a Reference Letter for LRP Applicant (Non-Mentor)

If you are a mentor of a Loan Repayment Program (LRP) applicant and received an email from the NIH LRP asking you to submit a reference letter, see this topic instead: *Mentor - Submitting a Reference Letter for LRP Applicant*.

This help topic is intended those who received a personal email from a colleague requesting that you submit a reference letter in support of your colleague's LRP application. Reference letters must be in PDF format and no longer than two pages.

> **IMPORTANT: Do not** use the "Reference Letters" link on the main eRA Commons home page; instead use the link provided in the requestor's email, which is also reproduced below.
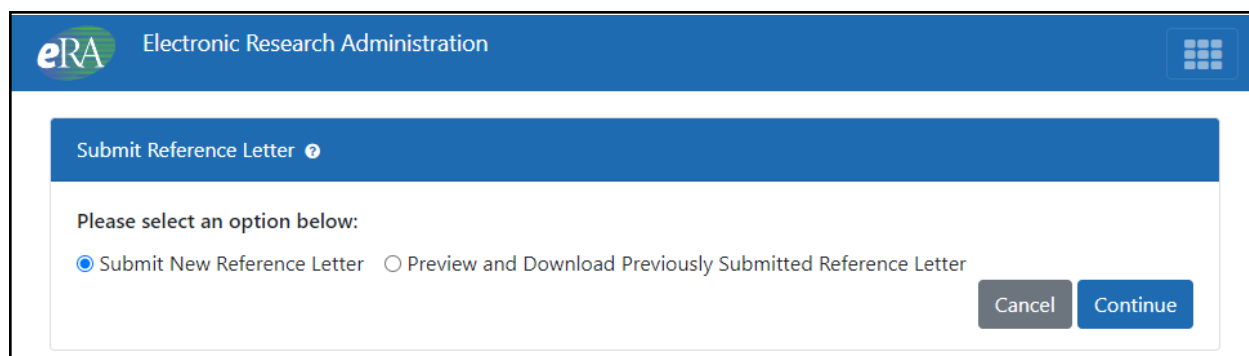
You should have received the following information from the person who asked you to submit a reference letter (applicant); if you did not, ask the applicant to provide you with the following:

- Their NIH Commons ID

- The link where you can submit a letter:
  https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=refere e

- A deadline (date) by which the LRP application must be submitted. (Preferably, submit the letter at least a week before the applicant's submission deadline.)

To submit a new reference letter for a NIH LRP applicant:

1. Go to this link:
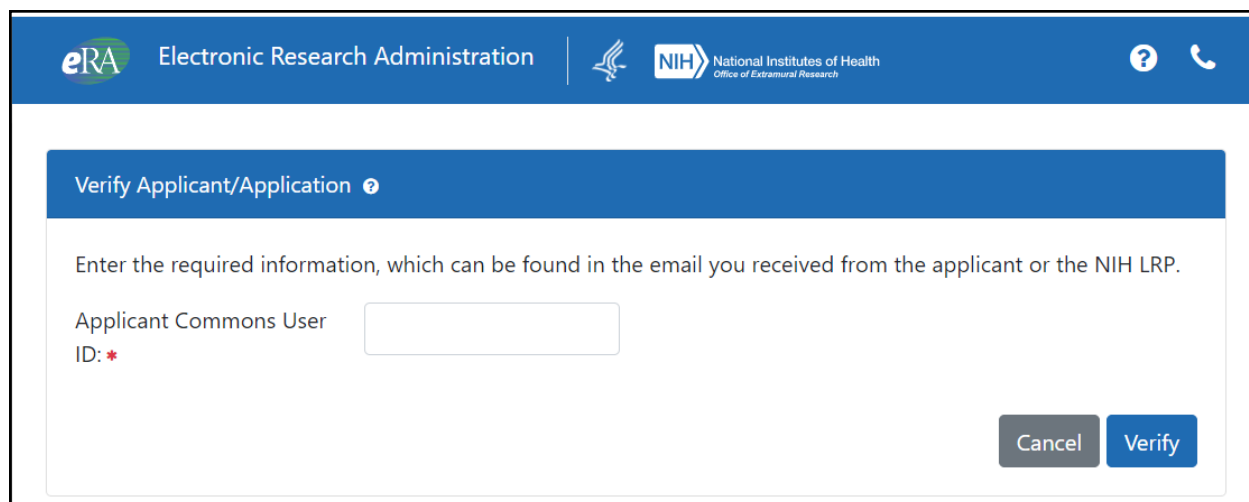   https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=refere e

   The Submit Reference Letter screen appears.

2. Click the **Submit New Reference Letter** radio button. (If you are replacing a previously submitted reference letter, see this *Replacing or Viewing a Previously Submitted Reference Letter*).

   The Verify Applicant/Application screen appears.

3. Enter the applicant's Commons ID and click **Verify**.
   If the applicant is not found, a message appears at the top of the screen stating *You entered an invalid Commons User ID for this Applicant.* This could be because the applicant no longer has an in-process LRP application, or it could be due to a typo in the Commons ID. Please contact the LRP Information Center if you are unable to enter a valid Commons ID for the applicant.

   The *Referee Reference Letter* screen appears. See an example:

Electronic Research Administration

OMB No. 0925-(
NIH 267

Referee Reference Letter ❓

Applicant Commons User ID

PAVLE

Referee Information

First Name *

Middle Name

Last Name *

First Name

Middle Name

Last Name

Email Address *

Confirm Email Address *

Email Address

Email Address

Employment Organization *

Position Title *

Employment Organization

Position Title

File Name

Date Uploaded

⬆ Upload

☐ By checking this box, I certify that I am submitting the above reference letter on behalf of an application t the NIH LRP and that I am providing my electronic signature of this document. I understand that my electronic signature is intended to be the legal equivalent of my handwritten signature.
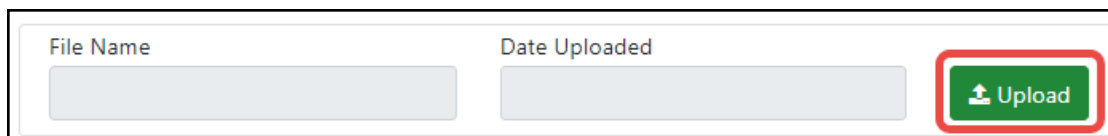
☐ By checking this box, I understand this reference letter will be used by NIH officials during the review of the individual's application to help determine the applicant's eligibility/suitability for participation in the LRP, and that this letter shall be held in confidence and is protected from unauthorized disclosure according to the Privacy Act System of Records #09-25-0165 (see Confidentiality and Privacy Act Notice).

Cancel   Submit

4. Fill in all the fields on the form and acknowledge all certifications by marking their checkboxes.

   A confirmation of this submission will be sent to the email address you enter. If you ever need to upload a revised or corrected letter, you will need the confirmation number in the email.
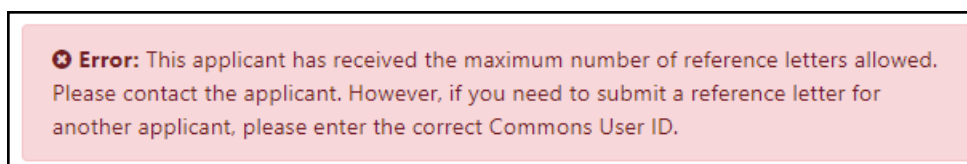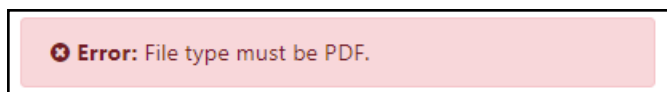
5. To upload the PDF reference letter, click the **Upload** button and choose a PDF file that is under two pages long.

6. Click the **Submit** button at the bottom of the screen.

A success or error message appears at the top of the screen. If you click the button and nothing appears to happen, scroll to the top of the form to see errors shown in a pink box similar to the following:

If you need to revise the letter and submit a replacement, see *Replacing or Viewing a Previously Submitted Reference Letter*.

6.4 Mentor - Submitting a Reference Letter for LRP Applicant

Persons who are applying for an NIH Loan Repayment Program award (LRP applicant) might name you as a mentor in their LRP application. If so, then you will receive an email from the LRP program requesting that you submit a reference letter in your capacity as a mentor. You can submit the letter on the NIH eRA website.

The email you receive from LRP contains the LRP applicant's eRA Commons user ID and a link to the site where you can submit the letter. The link contained in the email is also reproduced below. Reference letters must be in PDF format and no longer than two pages/7,500 characters.

> **IMPORTANT: Do not** use the "Submit a Reference Letter" link on the main eRA Commons home page; instead use the link provided in the email you received from the Loan Repayment Program, which is also shown below.
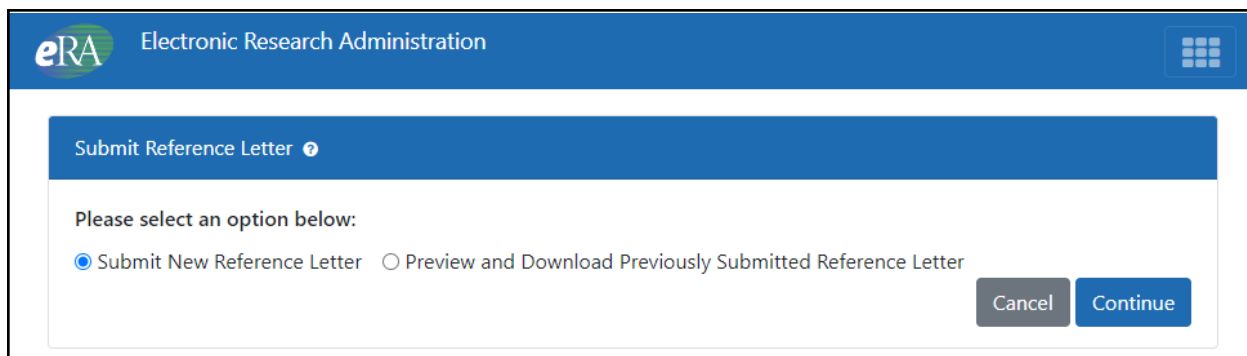
You should have received the following information in an email from LRP:

- The LRP applicant's (your mentee's) NIH Commons ID

- The link where you can submit a letter:
  https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor

- A deadline (date) by which the LRP application must be submitted. (Preferably, submit the letter at least a week before the applicant's submission deadline.)

To submit a new reference letter as a mentor for a NIH LRP applicant:

1. Go to this link:
   https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor

   The *Submit Reference Letter* screen appears.

2. Click the **Submit New Reference Letter** radio button. (If you are replacing a previously submitted reference letter, see *Replacing or Viewing a Previously Submitted Reference Letter*).

   The *Verify Applicant/Application* screen appears.

3. Enter the applicant's Commons ID and click **Verify**.

The Mentor Reference Letter screen appears. See an example:

Mentor Reference Letter ❓

OMB No. 0925-03
NIH 2674-

Applicant Commons User ID

PAVLE

Mentor Information

First Name *	Middle Name	Last Name *
Teresa	Middle Name	Toth

Email Address *	Confirm Email Address *
teresa.toth@nih.gov	teresa.toth@nih.gov

Employment Organization *	Position Title *
NIH	Research Writer

File Name	Date Uploaded		
RecommendLtr1.docx	7/28/2021	View	🗑 Remove

☑ I certify that:
1. The statements herein are true, complete, and accurate to the best of my knowledge.
2. I accept responsiibility for the scientific conduct of the research project.
3. The applicant will be provided the necessary time and resources to engage in the named research project if an LRP contract is awarded.
4. I have reviewed and approved this applicant's research documents, which were/will be submitted by the applicant.
5. I am aware that any false, fictitious, or fradulent statements or claims may subject me to criminal, civil, or administrative penalties.
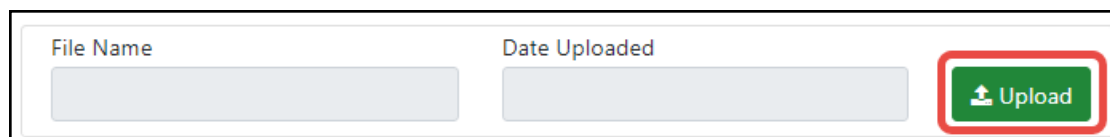
☑ By checking this box, I certify that I am submitting the above reference letter on behalf of an application to the NIH LRP and that I am providing my electronic signature of this document. I understand that my electronic signature is intended to be the legal equivalent of my handwritten signature.

☑ By checking this box, I understand this reference letter will be used by NIH officials during the review of the individual's application to help determine the applicant's eligibility/suitability for participation in the LRP, and that this letter shall be held in confidence and is protected from unauthorized disclosure according to the Privacy Act System of Records #09-25-0165 (see Confidentiality and Privacy Act Notice).

Cancel   **Submit**

4. Fill in all the fields on the form and acknowledge all certifications by marking their checkboxes.

   A confirmation of this submission will be sent to the email address you enter. If you ever need to upload a revised or corrected letter, you will need the confirmation number in the email.
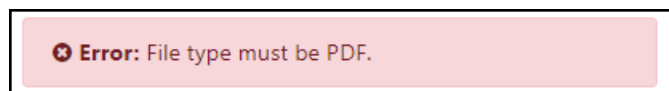
5. To upload the PDF reference letter, click the **Upload** button and choose a PDF file.
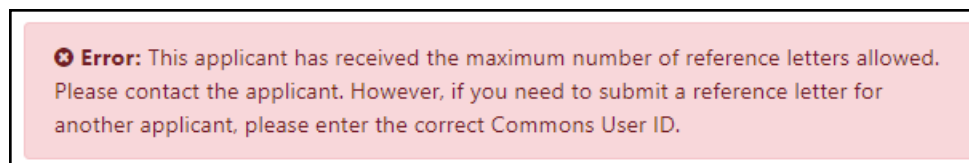
File Name	Date Uploaded	
		⬆ Upload

6. Click the **Submit** button at the bottom of the screen.

A success or error message appears at the top of the screen. If you click the button and nothing appears to happen, scroll to the top of the form to see errors shown in a pink box similar to the following:

> ⊗ **Error:** File type must be PDF.

> ⊗ **Error:** This applicant has received the maximum number of reference letters allowed. Please contact the applicant. However, if you need to submit a reference letter for another applicant, please enter the correct Commons User ID.

If you need to revise the letter and submit a replacement, see *Replacing or Viewing a Previously Submitted Reference Letter*.

6.5 Search for Previously Submitted Reference Letter Screen

The following screen appears for referees (persons submitting a reference letter) who are searching for a previously-submitted reference letter in order to view the letter that was submitted or to replace it with an updated letter.

When you submitted a reference letter, you should have received an email similar to the following, which contains the confirmation number:

See *Replacing or Viewing a Previously Submitted Reference Letter* for details on replacing a reference letter.

6.6 Preview Reference Letter

The following screen appears for referees (persons submitting a reference letter) who are revisiting a previously submitted reference letter, either to view the letter, or replace it.

To view the letter, click the Reference Letter filename (outlined in red below). To replace the letter, click the Replace Reference Letter button and follow the instructions in the replace procedure here: *Replacing or Viewing a Previously Submitted Reference Letter*.

6.7   Replacing or Viewing a Previously Submitted Reference Letter

If you have submitted a reference letter (i.e., you are a '*referee*') for an applicant of the NIH Loan Repayment Program in the current application cycle, and you now want to either view that letter or replace it with a revised letter, you can do so. However, you must possess two pieces of information, both of which are available in the confirmation email you received when you submitted your reference letter:
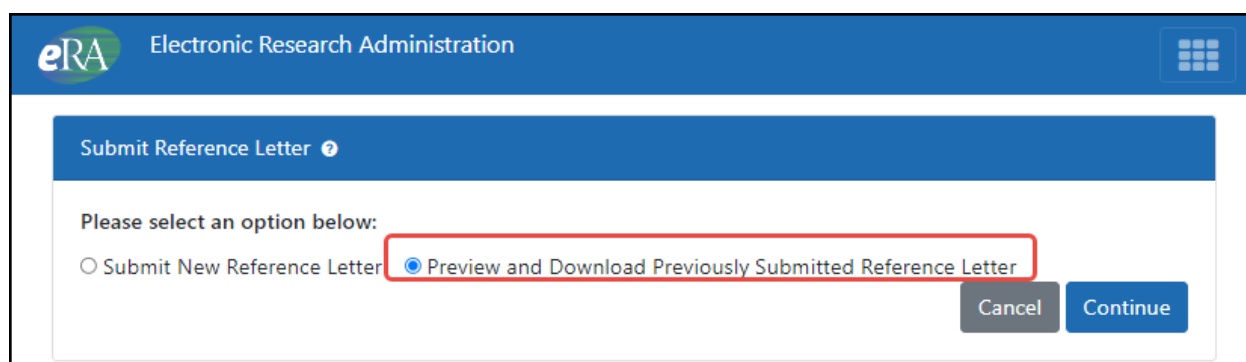
- The eRA Commons User ID of the applicant for whom you submitted the reference letter.

- The confirmation number of the most recent submission of your reference letter. This is located in the email that was sent to you when you submitted the reference letter. After submitting a reference letter, you should have received an email similar to the following, which contains a confirmation number:

To view or replace a reference letter that you previously submitted:
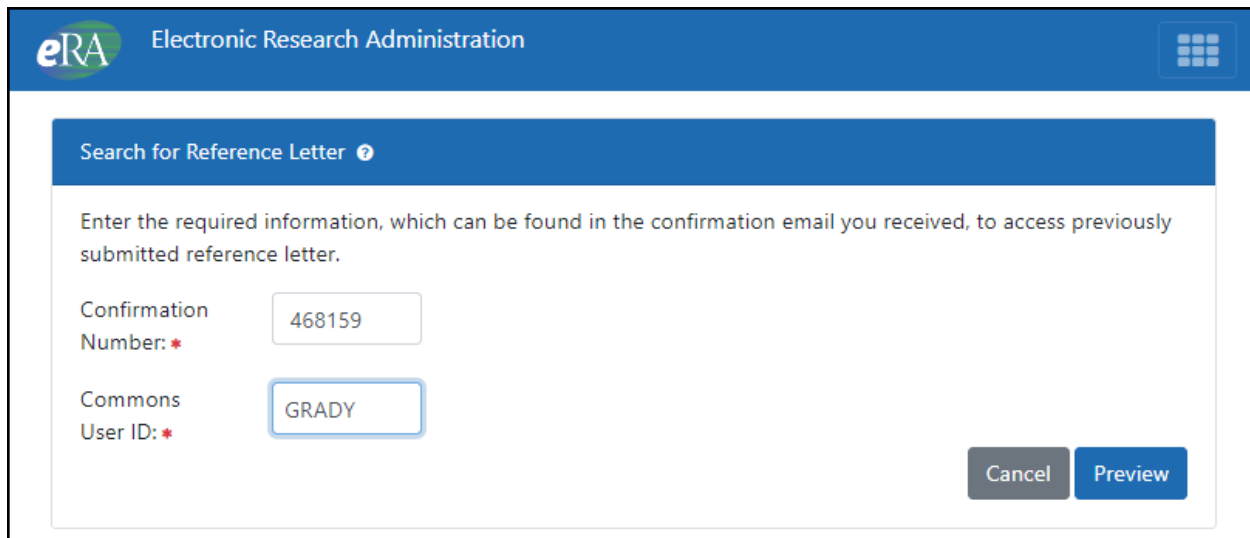
1. Go to the same link that you used before to submit a reference letter. The link is different for a mentor vs a non-mentor referee.

   - If you are a mentor, go to this link:
     https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor

   - If you are a referee (not a mentor), go to this link:
     https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee

   The Submit Reference Letter screen appears.

2. Click the second radio button and click **Continue**.

   The Search for Reference Letter screen appears.

3. Enter the confirmation number and eRA Commons user ID and click **Preview**.

The Preview Reference Letter screen appears.

4. On the Preview Reference Letter screen, you can do two things:

- Click the file name in the **Reference Letter** field to download/view the file in your browser's PDF viewer.

- Click **Replace Reference Letter**, which brings up a confirmation popup, where you click the **Replace** button again. Then find and choose a PDF that is two pages or less.

A "Success" message in green appears at the top of the screen, indicating that the letter was replaced. You can also see that the file name is different if you picked a file with a new name. You will receive another email from LRP confirming submission, and the email will contain the confirmation number.